



"Let the public service be a proud and lively career. And let every man and woman who works in any area of our national government, in any branch, at any level, be able to say with pride and with honor in future years: 'I served the United States Government in that hour of our nation's need.'"

-President John F. Kennedy, 1961

**May 7 – 13, 2017**

To: Federal, Regional, State, County, City and Township Administrators  
From: Public Service Recognition Cincinnati (PSRC) Committee  
Subject: Public Service Recognition Ceremony

Dear Public Administrator,

We will be presenting the 29th annual Greater Cincinnati Public Service Recognition Celebration on Cincinnati's Fountain Square on **Thursday, May 11, 2017 from 11:00 a.m. to 1:00 p.m.**

Public Service Recognition Week will be celebrated this year, May 7<sup>th</sup> through May 13<sup>th</sup>. On, **Thursday May 11**, there will be an official recognition of employees from various public service jurisdictions and more than 30 federal, state, regional, county, city and/or related exhibits.

The exhibits on Fountain Square will educate citizens about the character and quality of public service. Displays are expected to be professional, eye-catching and interactive (if possible). We'll provide exhibit areas where you can display your organization's materials and literature for distribution.

This event is jointly sponsored by the Greater Cincinnati Federal Executive Board, City of Cincinnati, Hamilton County, Cincinnati Chapter of the American Society for Public Administration, and the Seasongood Government Foundation. The Public Service Recognition Committee will facilitate the event.

We're inviting your agency to participate in the **Thursday, May 11<sup>th</sup>** Fountain Square event. Please complete the attached Agency Participation Form. Your completed form will confirm your participation and will provide us necessary information for future contacts.

**Please email or fax the Participation Form to me no later than Friday, April 28, 2017.** If you have any questions or concerns about the exhibits, please call or email me. We look forward to hearing from you soon.

Kim Pennekamp  
Exhibits Committee Chair  
Public Service Recognition Committee  
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# 2017 AGENCY PARTICIPATION FORM

## PUBLIC SERVICE RECOGNITION CINCINNATI FOUNTAIN SQUARE

Thursday, May 11, 2017

(Please Print Clearly)

Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will your agency have an exhibit on Fountain Square?

Yes \_\_\_\_ No \_\_\_\_

Will your agency provide a display / booth?

Yes \_\_\_\_ No \_\_\_\_

Will your display / booth require access to water?

Yes \_\_\_\_ No \_\_\_\_

Will your display / booth require access to electricity?

Yes \_\_\_\_ No \_\_\_\_

If your agency can't exhibit at the event, will you be providing  
materials and / or literature that can be distributed in a joint exhibit?

Yes \_\_\_\_ No \_\_\_\_

### DISPLAY / BOOTH DIMENSIONS (Approximate)

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

The PSRC will provide one table and one chair per exhibit, if needed. The chairs are metal folding chairs and the tables are 8' long banquet tables. (Please keep in mind that the public finds a booth / display more inviting if the representatives are standing rather than sitting.)

Table needed? Yes \_\_\_\_ No \_\_\_\_ Chair Needed? Yes \_\_\_\_ No \_\_\_\_

**Please fax or mail your completed form to me no later than Friday, April 28, 2017.**

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Cincinnati, OH 45202

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